

خطوات تفعيل عملية تأمين كلمة  
سر الحسابات باستخدام رقم  
الهاتف الشخصي لنظام التراسل  
الالكتروني KILAW OFFICE 365

**STEPS FOR SECURING KILAW'S  
OFFICE 365 PASSWORDS USING  
PERSONAL PHONE NUMBER**

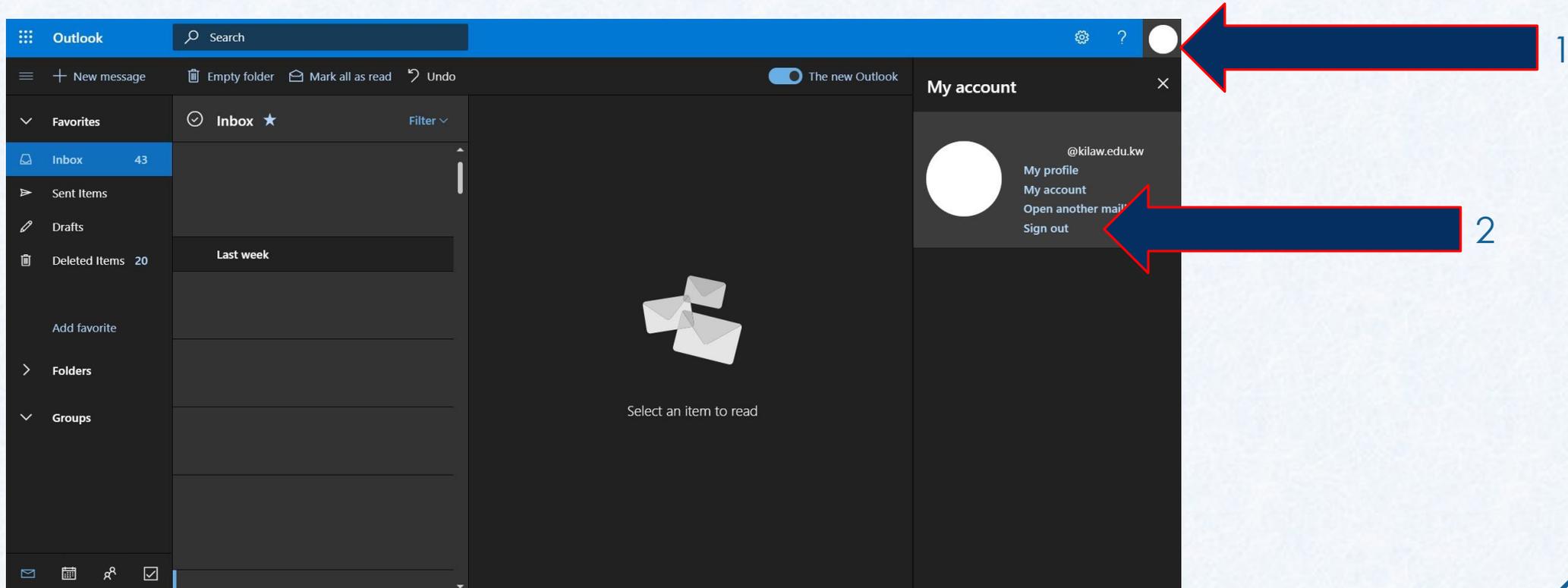
THIS TUTORIAL WILL SHOW YOU HOW TO ENABLE THE ABILITY TO RESET THE KILAW EMAIL ACCOUNT PASSWORD IN THE FUTURE USING YOUR PERSONAL PHONE NUMBER AND PERSONAL EMAIL.

يوضح لك هذا الدليل التعليمي كيفية تفعيل القدرة على إعادة تعيين كلمة مرور حساب البريد الإلكتروني الخاص بـ KILAW في المستقبل باستخدام رقم هاتفك الشخصي والبريد الإلكتروني الشخصي.



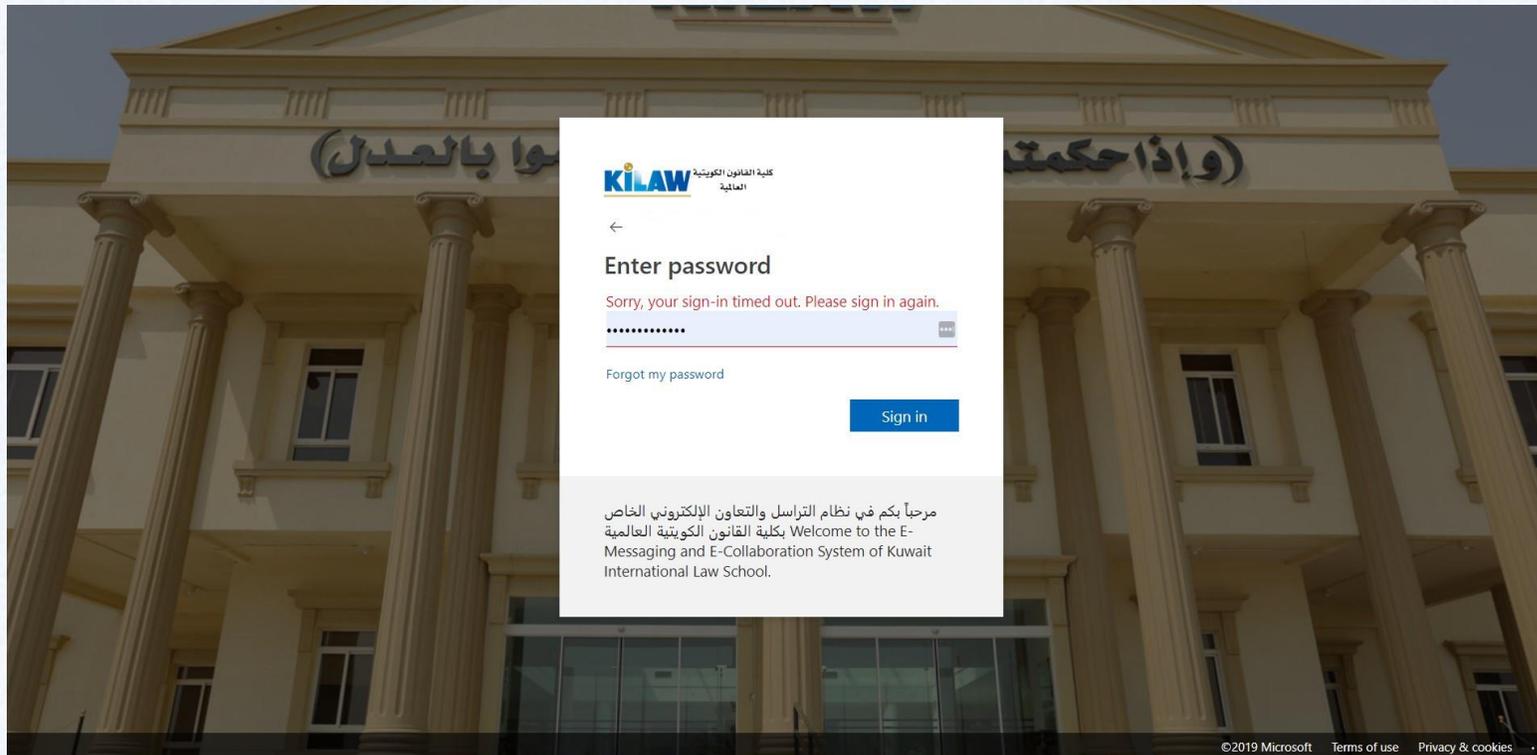
كلية القانون الكويتية العالمية  
KUWAIT INTERNATIONAL LAW SCHOOL

IT DEPARTMENT



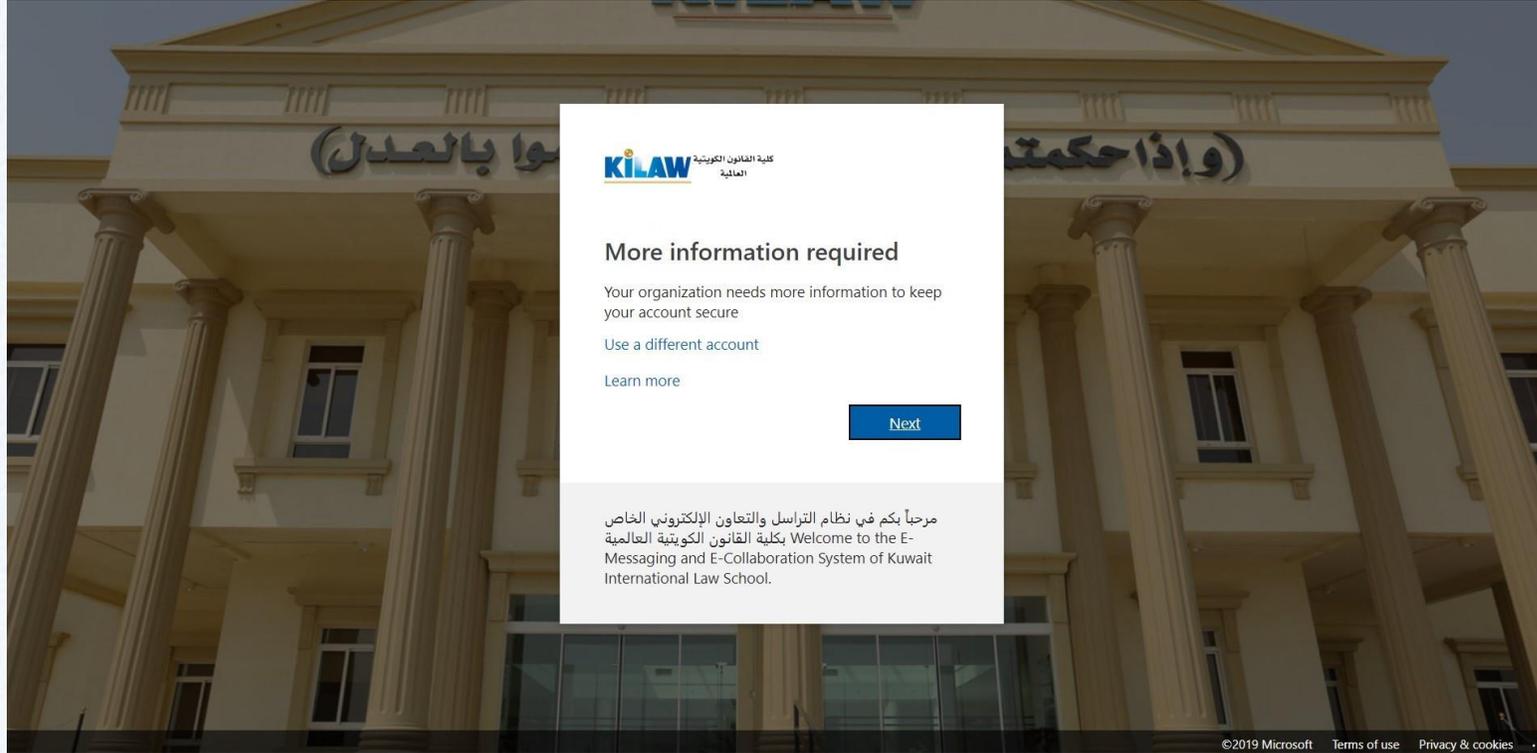
## STEP 1: SIGN OUT FROM YOUR KILAW EMAIL ACCOUNT

الخطوة ١: قم بالخروج من حساب البريد الالكتروني الخاص ب KILAW



## STEP 2: LOGIN AGAIN TO YOUR KILAW EMAIL ACCOUNT

الخطوة ٢: قم بتسجيل الدخول مرة اخرى الى حساب البريد الالكتروني الخاص ب KILAW



THIS MESSAGE WILL SHOW UP, CLICK NEXT  
هذه الرسالة ستظهر، قم بالضغط على NEXT

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 2 of the options below.

⚠ Authentication Phone is set to +965

Verify

⚠ Authentication Email is set to

@gmail.com. Verify

looks good

cancel

**STEP 3:** CLICK ON VERIFY TO VERIFY YOUR PERSONAL PHONE NUMBER AND YOUR PERSONAL EMAIL

**الخطوة ٣:** قم بالضغط على كلمة VERIFY لتأكيد البريد الإلكتروني الخاص و رقم التليفون الخاص

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

Kuwait (+965)

1 → text me

call me

We've sent a text message containing a verification code to your phone.

→

verify

← 2

back

## VERIFY PERSONAL PHONE NUMBER:

1- PRESS ON "TEXT ME"

2- YOU WILL RECEIVE A TEXT MESSAGE ON YOUR PERSONAL NUMBER WITH THE VERIFICATION CODE, ENTER IT HERE

تأكيد رقم التليفون الشخصي:

١- اضغط على "TEXT ME"

٢- ستصلك رسالة نصية بها رقم التفعيل، قم بادخاله هنا

## don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 2 of the options below.

✓ Authentication Phone is set to +965 [Change](#)

⚠ Authentication Email is set to @gmail.com. [Verify](#)

looks good

[cancel](#)

VERIFY EMAIL  
تأكيد البريد الالكتروني

KILAW كلية القانون الكويتية العالمية @kilaw.edu.kw | ?

don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email

Enter your authentication email address 

email me

back

©2019 Microsoft Legal | Privacy Your session will expire in 14:51

## VERIFY YOUR PERSONAL EMAIL:

WHEN YOU CLICK ON VERIFY EMAIL YOU WILL RECEIVE AN EMAIL ON YOUR PERSONAL EMAIL WITH THE VERIFICATION CODE, ENTER IT HERE

تأكد حساب البريد الشخصي:  
عندما تضغط على VERIFY EMAIL سيصلك بريد الكتروني على حسابك الخاص به رقم التفعيل، قم بادخاله هنا

don't lose access to your account!

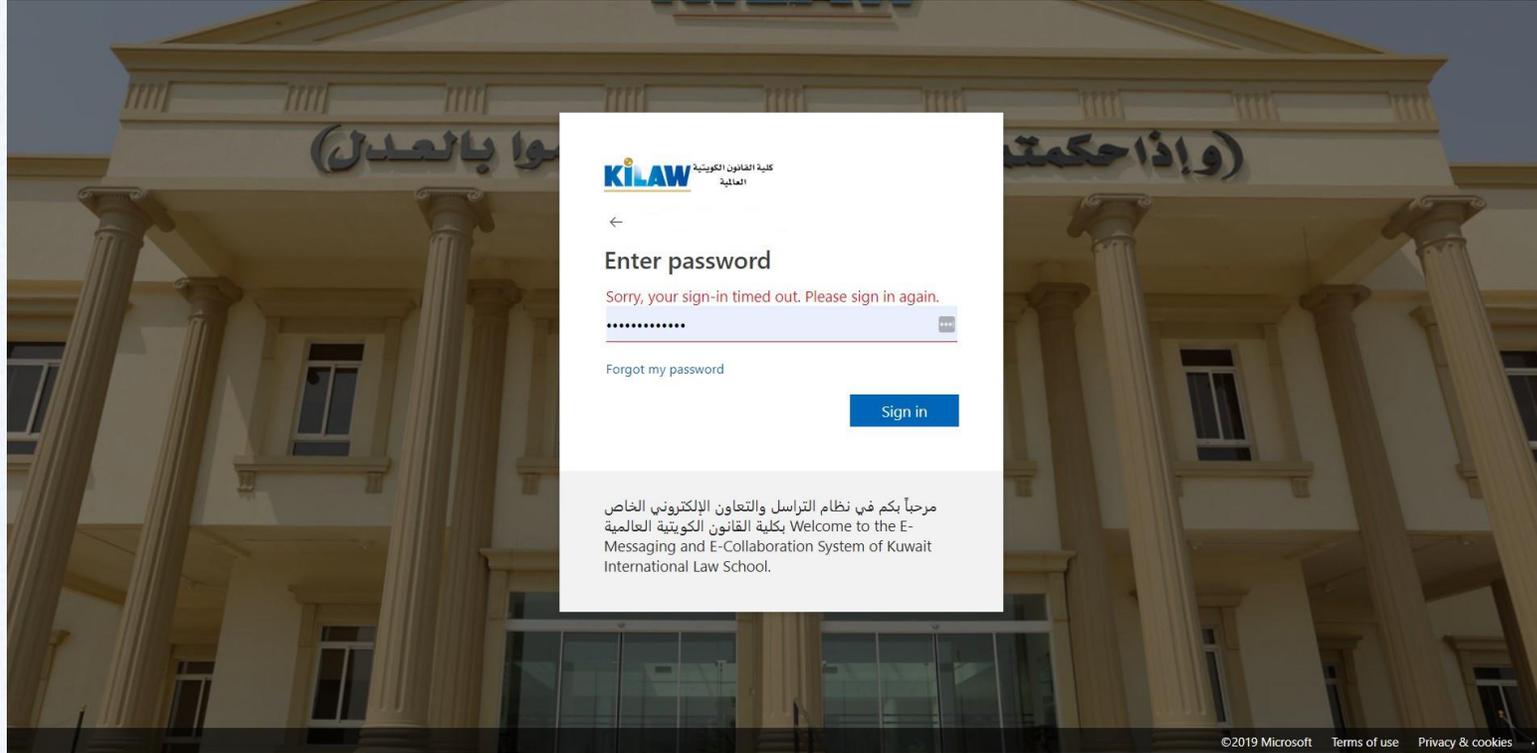
Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

- ✓ Authentication Phone is set to +965 Change
- ✓ Authentication Email is set to @gmail.com. Change

finish cancel

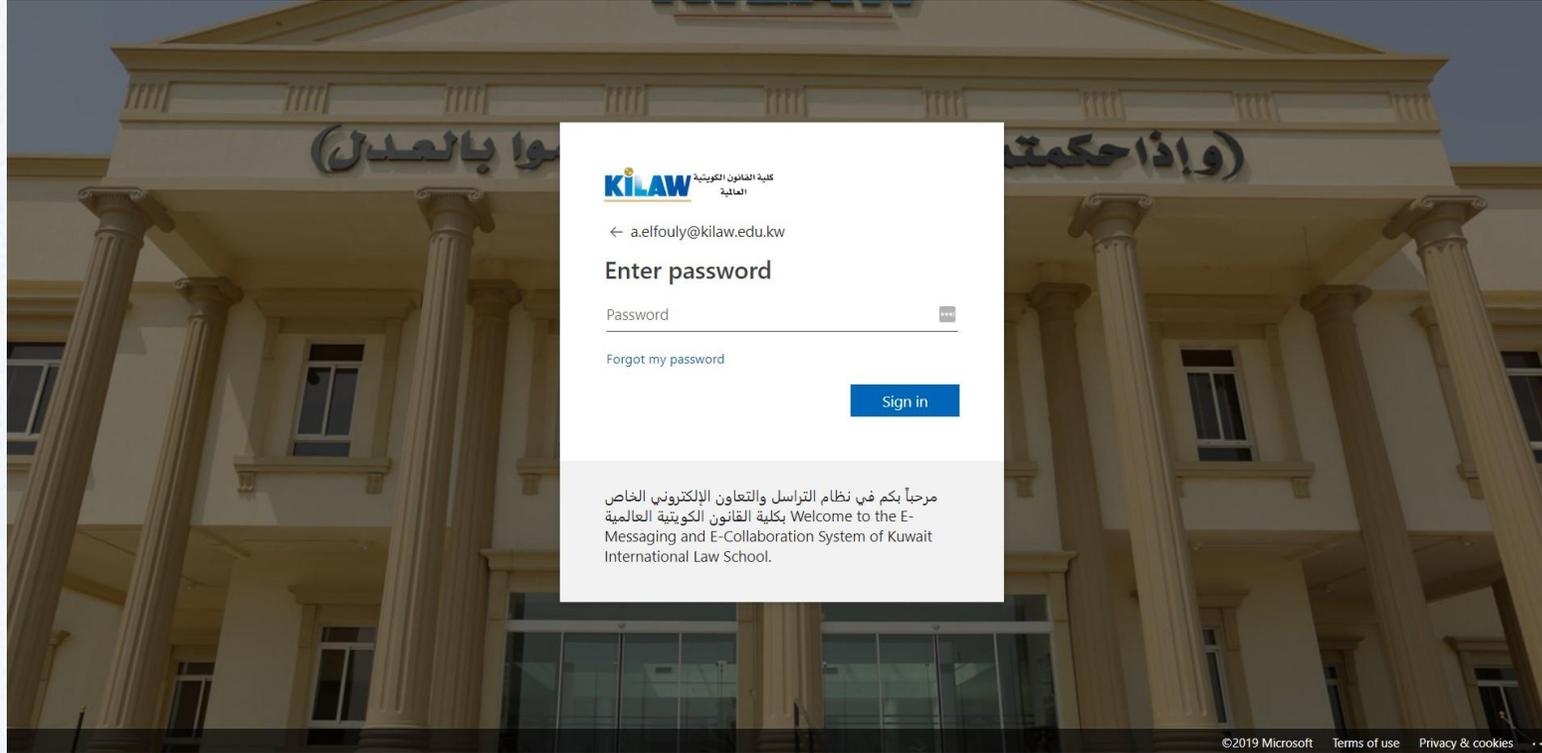
CLICK ON FINISH

FINISH اضغط على



FINISH: SIGN IN AGAIN TO YOUR ACCOUNT

النهاية: قم بتسجيل الدخول الى حسابك



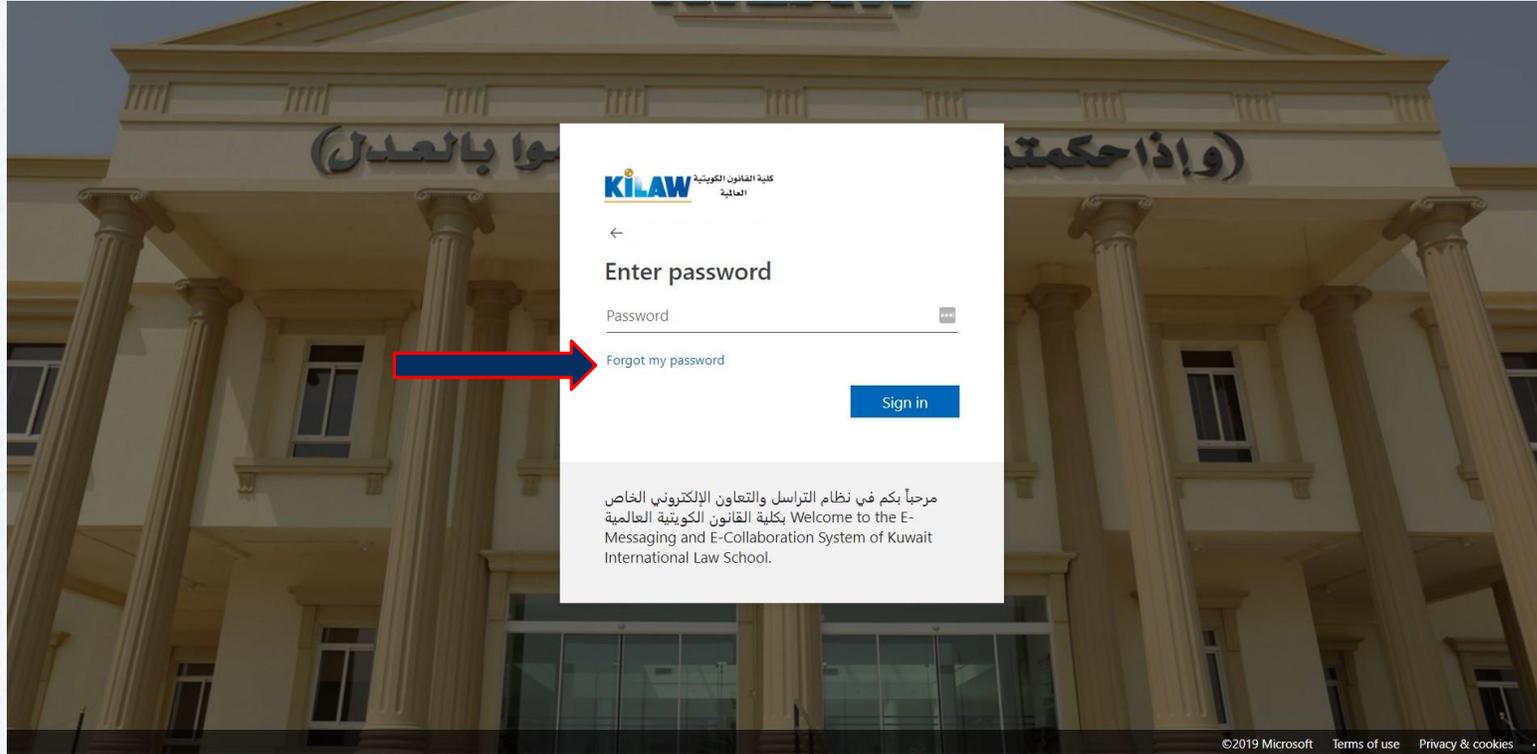
FINISH: SIGN IN AGAIN TO YOUR ACCOUNT

النهاية: قم بتسجيل الدخول الى حسابك

# CHANGING PASSWORD PROCESS FOR KILAW ACCOUNT

عملية تغيير كلمة السر الخاصة بحساب  
KILAW





STEP 1: CLICK ON FORGOT PASSWORD

الخطوة ١: اضغط على "FORGOT MY PASSWORD"

Get back into your account

Who are you?

To recover your account, begin by entering your user ID and the characters in the picture or audio below.

User ID:

@kilaw.edu.kw

Example: user@contoso.onmicrosoft.com or user@contoso.com



Enter the characters in the picture or the words in the audio.

Next

Cancel

**STEP 2: ENTER YOUR KILAW EMAIL ACCOUNT AND THE CODE YOU SEE ON THE SCREEN THEN CLICK ON NEXT**

**الخطوة ٢: ادخل حساب KILAW الخاص بك و الكود الذي تراه على الشاشة ثم اضغط على NEXT**

Get back into your account

verification step 1 > verification step 2 > choose a new password

Please choose the first contact method we should use for verification:

Email my alternate email

You will receive an email containing a verification code at your alternate email address (am\*\*\*\*\*@gmail.com).

Text my mobile phone

Call my mobile phone

Email

Cancel

**STEP 3:** CLICK ON EMAIL TO SEND TO YOUR PERSONAL EMAIL A CODE TO VERIFY IT'S REALLY YOU

الخطوة ٣: اضغط على EMAIL لارسال بريد الكتروني بكود التأكيد لحساب بريدك الالكتروني الخاص

Get back into your account

verification step 1 > verification step 2 > choose a new password

Please choose the first contact method we should use for verification:

Email my alternate email

Text my mobile phone

Call my mobile phone

We've sent an email message containing a verification code to your inbox.

565045

Next

Are you having a problem?

Cancel

STEP 4: ENTER THE CODE  
SENT TO YOUR EMAIL  
AND CLICK NEXT

الخطوة 4: ادخل الكود  
المرسل على بريدك الخاص  
و اضغط على NEXT

Verify your email address

Thanks for verifying your [@kilaw.edu.kw](#) account!

Your code is: 565045

Sincerely,  
Kuwait International Law School

This message was sent from an unmonitored email address.  
Please do not reply to this message.

## Get back into your account

verification step 1 ✓ > **verification step 2** > choose a new password

Please choose the second contact method we should use for verification:

Text my mobile phone

Call my mobile phone

In order to protect your account, we need you to enter your complete mobile phone number (\*\*\*\*\*24) below. You will then receive a text message with a verification code which can be used to reset your password.

Enter your phone number

Text

Cancel

**STEP 5: ENTER YOUR PHONE NUMBER AND CLICK TEXT TO RECEIVE THE CODE ON YOUR PHONE**

الخطوة ٥: ادخل رقم تليفونك الخاص و اضغط على "TEXT" لاستلام الكود على تليفونك الخاص

Get back into your account

verification step 1 ✓ > **verification step 2** > choose a new password

Please choose the second contact method we should use for verification:

Text my mobile phone

Call my mobile phone

We've sent you a text message containing a verification code to your phone.

923729

Next

Try again

Contact your administrator

Cancel

**STEP 6: ENTER THE CODE  
SENT TO PERSONAL PHONE  
NUMBER AND CLICK NEXT**

**الخطوة 6: ادخل الكود  
المرسل على رقم تليفونك  
الخاص و اضغط على  
NEXT**

Get back into your account

verification step 1 ✓ > verification step 2 ✓ > **choose a new password**

\* Enter new password:

Password strength

\* Confirm new password:

Finish

Cancel

A strong password is required. Strong passwords are 8 to 256 characters and must combine uppercase and lowercase letters, numbers, and symbols. They cannot contain your username.

**STEP 7: CHOOSE YOUR NEW PASSWORD ACCORDING TO THE RULES AND ENTER IT AND CLICK FINISH**

**الخطوة ٧: اختر كلمة السر الجديدة وفقا للقواعد و ادخلها و اضغط على FINISH**

Get back into your account

verification step 1 ✓ > verification step 2 ✓ > **choose a new password**

\* Enter new password:

strong

\* Confirm new password:

Finish

Cancel

**FINISH:** CLICK ON “CLICK HERE”  
TO REDIRECT TO YOUR EMAIL



Get back into your account

✓ Your password has been reset

To sign in with your new password, [click here](#).

**النهاية:** اضغط على “CLICK HERE”  
لإعادة التوجيه الى حساب KILAW الخاص  
بك

WE HOPE THIS TUTORIAL  
IS HELPFUL AND PLEASE  
DO NOT HESITATE TO  
CONTACT THE IT  
DEPARTMENT FOR  
SUPPORT

نأمل أن يكون هذا الدليل  
التعليمي مفيداً و نرجو الا تتردد  
في الاتصال بقسم نظم  
المعلومات للدعم